

# JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent  
Full-time

☐ Permanent  
Intermittent

☐ Limited-term  
(Temporary)  
Length \_\_\_\_\_

☐ Formal Training  
and Development  
Assignment

Position Title: Bureau Assistant

Location: Central Office Phase III

Salary Range: \$2,465 - \$2,998

Classification: Office Technician- General

Section/Unit: Compliance and Resolution Services  
Bureau

Number of Vacancies: 1

## Job Description: (includes typical duties)

Under the general direction of the Administrator I, the incumbent performs support activities for the Compliance and Resolution Services Bureau (CAREs). You will be responsible for assisting the Bureau Director, Bureau Managers, Supervisors and staff with various workloads that involve scheduling and coordination of meetings, maintaining various email and contact lists, as well as maintaining Bureau management calendars. You will also be responsible for maintaining and preparing travel claims, coordinating catastrophic time banks as needed, and various support duties for project teams as needed. You will assist with performing Paymaster duties. You will be required to observe and maintain confidentiality with sensitive business and personal information.

## Required Knowledge, Skills, Abilities:

- Strong work ethic and good attendance
- Excellent customer service and interpersonal skills
- Ability to work independently
- Ability to be flexible and adapt to changing priorities
- Excellent attention to detail
- Excellent time management and organizational skills

## Desirable Experience/Qualifications

- Familiarity with the department's programs, policies, organization, and function
- Experience using PC applications (e.g. Word, Excel, Outlook, etc.)
- Familiarity with Paymaster functions
- Sense of humor

Mail or hand deliver your application by: July 13, 2006

Contact Person: Ed Nelson

Telephone  
Number: \_\_\_\_\_

(916) 845-4865

Address/Room Number: PO Box 550, Sacramento, CA 95812-0550, Attention: Exams

Special Instructions: FTB Employees Hand Deliver or Route To: Ed Nelson at M/S A-488

Please include a resume, and a copy of your most recent performance evaluation.  
To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. Applications will be screened and only the most qualified applicants will be interviewed.

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

Franchise Tax Board's TDD telephone number is (800) 822-6268.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.